

**GODDARD SPACE FLIGHT CENTER
REPORT OF NASA-GSFC VEHICLES**

(SEE INSTRUCTIONS ON REVERSE SIDE)

1. REPORTING UNIT AND LOCATION (CITY, STATE OR COUNTY)		2. DATE		3. DIRECT NASA LEASED VEHICLES <input type="checkbox"/> GSA <input type="checkbox"/> COMM.		4. <input type="checkbox"/> GSFC OWNED	
5. NASA LICENSE NO. NA -		6. VEHICLE INFORMATION		LEASE COST-BASIC _____ MILEAGE COST _____ TOTAL COST _____		ODOMETER & METER READING	
		A. MAKE				B. YEAR	
5-A. GSFC PROPERTY NO. _____		C. SERIAL NO.		D. MODEL		END OF MONTH _____ BEGINNING OF MONTH _____ TOTAL FOR MONTH _____	

VEHICLE CATEGORY AND TYPE

7. GENERAL PURPOSE VEHICLES <input type="checkbox"/>	8. SPECIAL PURPOSE VEHICLES <input type="checkbox"/>	10. CONSTRUCTION EQUIPMENT <input type="checkbox"/>																							
<input type="checkbox"/> Sedan <input type="checkbox"/> S/Wagon <input type="checkbox"/> Ambulance <input type="checkbox"/> Bus <input type="checkbox"/> <u>Trucks & Truck Tractors by GVW</u> <input type="checkbox"/> Less than 12,500 (4x2's) <input type="checkbox"/> Less than 12,500 (4x4's) <input type="checkbox"/> 12,500 – 16,999 (1.5 – 2.5 tons) <input type="checkbox"/> 17,000 & Over (3 tons & Over)	<input type="checkbox"/> Aerial Lift <input type="checkbox"/> Air Compressor <input type="checkbox"/> Fire Truck <input type="checkbox"/> Tractor (Snow, Agricultural, Industrial) <input type="checkbox"/> (Other) _____ <div style="text-align: center;">BODY STYLE</div> <hr/> <div style="text-align: center;">9. MATERIALS HANDLING EQUIPMENT <input type="checkbox"/></div> <hr/> <input type="checkbox"/> Forklifts <input type="checkbox"/> Other _____ <div style="text-align: center;">BODY STYLE</div>	<input type="checkbox"/> Back Hoe <input type="checkbox"/> Bulldozer <input type="checkbox"/> Crane <input type="checkbox"/> Front End Loader <input type="checkbox"/> Grader <input type="checkbox"/> Tandem Roller <input type="checkbox"/> Tractor (Crawler, Construction) <input type="checkbox"/> Trencher <input type="checkbox"/> Other _____ <div style="text-align: center;">BODY STYLE</div>																							
11. GOV'T OPER., MAINT. & REPAIR EXPENSES	12. COMMERCIAL MAINTENANCE EXPENSES	13. ACCIDENT DAMAGE EXPENSES																							
<table style="width: 100%; border-collapse: collapse;"> <tr> <th style="width: 60%;"></th> <th style="width: 20%; text-align: center;">GALS.</th> <th style="width: 20%; text-align: center;">COST</th> </tr> <tr> <td>(a) Gasoline</td> <td style="text-align: center;">_____</td> <td style="text-align: center;">_____</td> </tr> <tr> <td>(b) Other Petroleum Products</td> <td style="text-align: center;">_____</td> <td style="text-align: center;">_____</td> </tr> <tr> <td>*(c) Materials & Parts</td> <td style="text-align: center;">_____</td> <td style="text-align: center;">_____</td> </tr> <tr> <td>(d) Labor</td> <td style="text-align: center;">_____</td> <td style="text-align: center;">_____</td> </tr> </table>		GALS.	COST	(a) Gasoline	_____	_____	(b) Other Petroleum Products	_____	_____	*(c) Materials & Parts	_____	_____	(d) Labor	_____	_____	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 60%;">*(a) Materials & Parts</td> <td style="width: 40%; text-align: right;">\$ _____</td> </tr> <tr> <td>(b) Labor</td> <td style="text-align: right;">_____</td> </tr> </table>	*(a) Materials & Parts	\$ _____	(b) Labor	_____	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 60%;">*(a) Materials & Parts</td> <td style="width: 40%; text-align: right;">\$ _____</td> </tr> <tr> <td>(b) Labor</td> <td style="text-align: right;">_____</td> </tr> </table>	*(a) Materials & Parts	\$ _____	(b) Labor	_____
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14. REMARKS *(List type materials and/or parts)

INSTRUCTIONS

Complete one form for each vehicle (Express all numbers in United States values).

Item 1 If vehicle is leased, complete Items 1, 2, and 3 and either 7, 8, 9, or 10 whichever is applicable.

Item 4 Self explanatory.

Item 5 Complete 5 whenever possible. Complete 5-A only if 5 information is not available.

Item 7, 8, 9, and 10 –(1) Indicate category by placing check opposite one of the four categories listed.

(2) Indicate type by placing check opposite one of the types listed for the category checked; except in the case of multi-purpose equipment under Item 10 where two or more may be checked.

Item 11 (a) – Indicate total number gallons and cost of gasoline (Gov't. & Comm.)

(b) – Indicate total cost of petroleum products (Gov't & Comm.)

(c) – Indicate all expenses incurred for the purchase of Gov't. materials & parts.

(d) – Indicate total Gov't. labor cost expended (whether done by station personnel or other Gov't. Activity it must be costed out) for the repair and/or installation of Gov't. or commercial materials and parts.

Item 12 (a) – Indicate total cost of commercial materials and parts.

(b) – Indicate total commercial labor cost extended.

Item 13 (a) – Indicate total cost of materials and parts (Government and Commercial) expended for repair of vehicle involved in an accident.

(b) – Indicate total labor cost expended (whether done by station personnel or other Gov't. Activity it must be costed out) for the repair and/or installation of Government or commercial materials and parts of vehicle involved in an accident.

Item 14 – Indicate type materials and parts utilized in Items 11 (c), 12 (a) and 13 (a)/

Any other pertinent information pertaining to the vehicle.